



CITY OF ATLANTA

Job Announcement

COMPUTER DATA TECHNICIAN (D)*

STARTING SALARY: \$25,943

Salary Grade: 9

Applications Accepted From: June 13, 2005 until Vacancies are filled or until July 1, 2005

Minimum Job Requirements

Persons applying must have a high school diploma or GED and one year of data entry experience using a maintenance management database system for a public or private utility, wastewater treatment/sewer facility; and must be able to type at the rate of 35 net WPM. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This duties of this employee will include the following: entering data and pertinent information into a computerized maintenance management system such as Hansen, Maximo, etc.; verifying accuracy of data entered; researching and locating records; answering the telephone; directing calls and/or providing information; and typing and printing routine correspondence and maintaining files, records, and logs.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training, Experience, and a Typing Test

*There is a salary differential for shift work.